Optimus SP5500 Datacollector

AIMsi Physical Inventory Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting a new physical inventory. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Inventory
1. Turn on Optimus 5500.
2. Select #1 'Run Program' or 'Inventory'.
3. Select #1 'Physical Inv'
4. Select your method of entering inventory counts either 'Enter Qty' or 'Default 1 Qty'.
5. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
6. Type in the quantity counted at the 'QTY:' field if you selected 'Enter Qty' as your count method in step 4.
7. Once both fields are entered, the information for the item is saved. Continue with steps 5 through 6 until all the inventory that you are working with has been input.
   Note: If you do both 'Enter Qty' and 'Default 1 Qty' it will create two files on the Optimus. If you are uploading the files it will show as FORM01 and FORM02 when you do the upload.

Uploading Data
1. See Uploading data
2. You may now continue with the AIMsi Physical Inventory procedures described in the AIMsi Help or Physical Inventory Flow Chart.

Inventory Spot Check Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Inventory
1. Turn on Optimus 5500.
2. Select #1 'Run Program' or 'Inventory'.
3. Select #1 'Physical Inv'
4. Select your method of entering inventory counts either 'Enter Qty' or 'Default 1 Qty'.
5. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
6. Type in the quantity counted at the 'QTY:' field if you selected 'Enter Qty' as your count method in step 4.
7. Once both fields are entered, the information for the item is saved. Continue with steps 5 through 6 until all the inventory that you are working with has been input.
   Note: If you do both 'Enter Qty' and 'Default 1 Qty' it will create two files on the Optimus. If you are uploading the files it will show as FORM01 and FORM02 when you do the upload.

Uploading Data
1. See Uploading data
2. You may now continue with the AIMsi Physical Inventory Spot check by import the file you created in the Uploading Data process.
3. Open AIMsi go to Modules > Inventory > Physical Inventory > Physical Inventory Spot Check. Then click the 'Find' button to find and pull in the file you want to import.

Receive Inventory Without A Purchase Order Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Inventory Received
1. Turn on Optimus 5500.

2. Select #1 'Run Program' or 'Inventory'.
3. Select #3 'Receive Inv'
4. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
5. Type in the quantity counted at the 'QTY:'
6. The optional data entry fields are the cost and vendor number. Enter them in 'Cost Each:' and 'Vend #:' fields.   If you want to skip either just press an arrow key to enter past.
7. Once all fields are entered, the information for the item is saved. Continue with steps 4 through 6 until all the inventory that you are receiving has been input.

Uploading Data
1. See Uploading data
2. Complete the Receive Inventory Import by importing the file that was created in the Uploading Data process.
3. Open AIMsi go to Modules > Inventory > Add/Change Inventory > Receive Inventory Import. Then click the 'Find' button to find and pull in the file you want to import.

Receive Inventory With A Purchase Order Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Inventory Received
1. Turn on Optimus 5500.
2. Select #1 'Run Program' or 'Inventory'.
3. Select the type of items that you are receiving either #1 'PO Acc Inv Imp' (Accessory/Title Inventory) or #2 'PO Srl Inv Imp' (Serial Numbers).
   Note: If you do both 'PO Acc Inv Imp' and 'PO Srl Inv Imp' it will create two files on the Optimus. If you are uploading the files it will show as FORM01 and FORM02 when you do the upload.
4. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
5. Type in the quantity counted at the 'QTY:'
6. Once all fields are entered, the information for the item is saved. Continue with steps 4 through 5 until all the inventory that you are receiving has been input.

Uploading Data
1. See Uploading data
2. Complete the Receive Inventory With a Purchase Order Import by importing the file that was created in the Uploading Data process.
3. In AIMsi you will need to import the files for the items you want to receive into the receive purchase order screen. Go to Modules > Purchase Order > Receive Purchase Order.
4. Select the correct purchase order then click 'Items on Purchase Order'.
5. Now you can go to the Import Type box and select what you are importing. Either 'Sku, Serial#' or 'Sku,Qty'
6. Select 'Import From File' button and then select the file that you imported from the Optimus. Only one type can be imported at a time (Serial, Accessory, or Title File). Repeat the import for multiple files.

Transfer Inventory Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Items to Transfer
1. Turn on Optimus 5500.

2. Select #1 'Run Program' or 'Inventory'.
3. Select #3 'Transfer Inv'
4. Select #1 for Store-To-Store Transfers or #2 for Transferring Inventory out
5. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
6. Type in the quantity counted at the 'QTY:'
7. Once both fields are entered, the information for the item is saved. Continue with steps 5 through 6 until all the inventory that you are transferring has been input.

Uploading Data
1. See Uploading data
2. Complete the Store-To-Store transfer or Transfer Inventory Out procedure by importing the file that was created in the Uploading Data process.

Delete Inventory Instructions

NOTE: Be certain to purge the data from the Optimus prior to starting. To do this complete the following steps: 1) Turn on Optimus, 2) Select #3 'Utilities', 3) Select #3 'Clear Records', 4) Select #1 'All'. All data previously counted will be removed

Inputting Items to Transfer
1. Turn on Optimus 5500.
2. Select #1 'Run Program' or 'Inventory'.
3. Select #4 'Delete Inv'
4. Scan inventory item's barcode or manually type in the sku# at the 'SKU:' field.
5. Once the items are entered, the information for the item is saved. Continue with step 5 until all inventory that you are deleting has been input.

Uploading Data
1. See Uploading data
2. To delete the inventory that you uploaded go to Modules > Inventory > Utilities > Delete Inventory and import the file that was created in the Uploading Data process.

Uploading Data
1. Connect Optimus 5500 to a USB port on the Computer.
2. Turn on Optimus 5500 and select #2 'Upload Data'.
3. In Windows go to Start > Optimus Software > Data_Read. (You will have to run the setup program from the CD before running the Data_Read program.)
4. The following window will open:
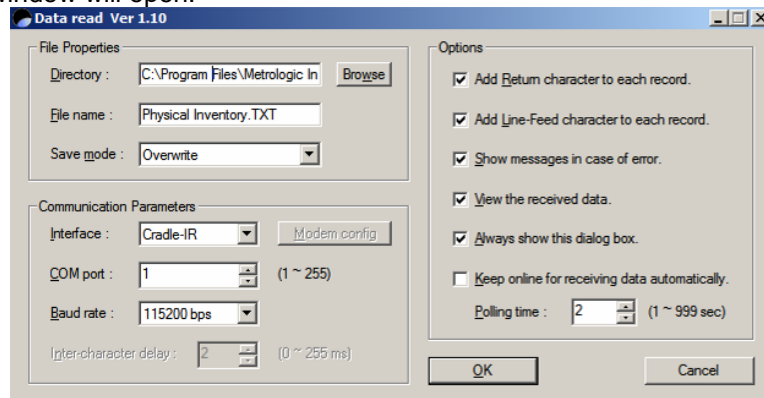
Directory: Type or select the path to save the file to.
File Name: Name the file as you wish. The extension does not matter as it will automatically be saved as a text file.

COM port: Select the COM port. To locate the correct COM port right click on My Computer or Computer > Properties > Hardware > Device Manager > Ports > CP210x USB to URAT Bridge Controller (**COMX**). X is your COM port.

The remaining fields should remain as defaulted. Click the **OK** button.

5. You will see a message that states 'Connecting'. Select **OK** in the Data_Read.exe program.
6. Once it has completed updating you will receive a message asking if you would like to view the file. Click **No**.